

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

SOUTHEASTERN MENTAL HEALTH AUTHORITY

RECOVERY SUPPORT SPECIALIST TRAINEE

**OPEN TO:** The Public

**Job Posting No:** SM98601

**Location:** 401 W. Thames Street, Bldg. 301, Norwich, CT

**Program/Unit:** Assertive Community Treatment

**Shift/Schedule/Hours:** 2nd shift/2:00 p.m. – 9:30 p.m. / Every Other Weekend Rotation

**Salary:** 33,924.00

**Closing Date:** April 19, 2012

**Duties may include but not limited to:** Work with clients, families, staff and other providers in teaching life skills to clients based on their goals. Work as a team member in the advancement and success of recovery planning that is solution focused and goal oriented. Provide transportation and skill services within the community to clients in their homes to acquire skill acquisition and greater autonomy with existing community supports. Assist clients to network with people and organizations in their communities for improved community integration. Ability to complete all required documentation in a timely manner within established parameters. Proficient in working with a computerized system [opening emails, computerized forms, etc]. Follow policies and procedures in all work, and complete all necessary forms that pertain to skills being taught and the needs of clients. Contributes to the completion of recovery plans and all other paperwork in charts, etc. Uses good communication skills and is solution focused in all work that is performed. Perform all other related duties as required.

**General Experience and Training:** Completion of the Recovery Support Specialist Certification.

**COPY OF REQUIRED CERTIFICATION NEEDS TO BE FAXED OR MAILED IN WITH APPLICATION.**

**Special Experience and Training:** Incumbents in this class must possess and maintain Recovery Support Specialist Certification. Incumbents in this class must possess and maintain a valid Motor Vehicle Operator's license.

**Career Progression:** After completion of six (6) months of successful and satisfactory performance as a Recovery Support Specialist Trainee, an incumbent will be moved to the Recovery Support Specialist classification (on the first pay period following the completion of the six (6) month requirement).

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and training may apply.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:**

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

**To be considered for this** position, applicants must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

**Cindy Lukaszewicz, Human Resource Representative**

**Southeastern Mental Health Authority  
401 West Thames Street, Building 301, Norwich, CT 06360  
Phone: (860) 859-4651 / FAX: (860) 859-4792  
Email: [Cindy.Lukaszewicz@po.state.ct.us](mailto:Cindy.Lukaszewicz@po.state.ct.us)**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.